AREA MANAGEMENT EVALUATION FORMS AND REPORTS

CHP 453L (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Planning and Analysis	050	11
EVALUATED BY		DATE
Brian Odin		10/15/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

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TYPE OF EVALUATION ☐ Formal Evaluation ☐ Informal Evaluation		SUSPENSE DATE					
FOLLOW-I		QUIRED No	☐ Correction Report	COMMANDER'S REVIEW	V	DATE	
1. FIEI	LD O	OFFICER REPORTS		EVALUATED Brian Odin	ACTION REQUIRED None	CORRECTED	¥
a. <i>i</i>	Are t	there guidelines for the	he review of Field Officer Reports?	0.2.		☐Yes	□No
((1)	Are supervisors infor	med/aware of deficiencies?			☐Yes	□No
((2)	Are review levels app	propriate?			☐Yes	□No
	((a) Is the amount of	f time spent reviewing documents in	balance with the need	d for document accuracy?	□Yes	□No
b. I	Ргос	essing and flow appr	ropriate?			☐Yes	□No
((1) I	Is the flow of office p	aperwork efficient?			☐Yes	□No
	((a) Is the office filing	g system clear to supervisors?			☐Yes	□No
	((b) Is there a proper	r system for re-filing documents?	1 2 2	- 1	☐Yes	□No
((2)	Is there an organized	d system for submission of reports t	by officers?		☐Yes	□No
	((a) Is there an effici	ent system for handling incomplete	reports?		☐ Yes	□No
	((b) Are officers perf	orming tasks which are more appro	priately handled by cle	rical personnel?	☐ Yes	□No
c. /	Are t	raffic collision reports	s carefully reviewed?			□Yes	□No
((1) \	Who is assigned revi	iew responsibility?				
	((a) Are review stand	dards appropriate?			☐Yes	□No
	((b) Is coding proper or other imprope	? Is there an inordinate percentager driving?	e of causes coded as u	ınknown, other than driver,	□Yes	□No
((2)	Are procedures in pla	ace to ensure issuance of CHP 170	, Notice to Victims of \	/iolent Crimes?	☐ Yes	□ No
((3) \	What is the percenta	age of investigations that result in er	nforcement action?			
	((a) Are controls on a	accident investigation-related citation	ons appropriate?		☐Yes	□No
	((b) General accepta	ance by the court and district attorn	ey?		☐ Yes	□ No
((4) F	Procedures for sale	of report/photographs clearly under	stood by office person	nel?	□Yes	□ No
	((a) Are copies of HF	PM 110.5, Collision Investigation M	anual, revised as requi	ired?	□Yes	□No
	((b) Is there a clear u	understanding of "party of interest"	as related to the sale o	of investigation reports?	☐Yes	□No

AREA MANAGEMENT EVALUATION

FORMS AND REPORTS

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d.	Do	employees have a clear understanding of when CHP 268, Po	otential Civil Litigation F	Report, is required?		□No
	(1)	Are incidents adequately investigated/reported?			☐Yes	□No
	(2)	Is the form reviewed/signed by the supervisor and command	der?		☐Yes	□No
	(3)	Is there a proper distribution of the completed form?	☐ Yes	□No		
e.		o reviews arrest reports, CHP 202s, Driving Under the Influer P 216s, Arrest-Investigation Report?	nce Arrest-Investigation	Report, and		
	(1)	Does the quality of review ensure acceptance by the court a	nd district attorney?		☐ Yes	□No
	(2)	How are necessary corrections handled?				
f.	Who	o reviews enforcement documents?				
	(1)	Are accountability procedures for CHP 215s, Notice to Appe	ear, effective?		☐Yes	□No
	(2)	Are books checked out in numerical order?			Yes	□No
	(3)	Who is responsible for the assignment log for CHP 215s, No	otice to Appear?			
	(4)	Do employees understand policy as it relates to dismissal ar	nd voiding of enforcement	ent documents?	☐Yes	□ No [©]
	(5)	Is there a bulletin board for employee association items?			☐Yes	□No
		(a) Are proper procedures followed?			☐ Yes	□No
g.	Wh	o reviews activity reports?				
	(1)	Are CHP 415s, Daily Field Record, legible?			☐Yes	□No
	(2)	Accurate?			□Yes	□ No ¸
	(3)	Are comparison evaluations done with enforcement docume	ents and accident inves	tigations?	☐Yes	□No
2. T	IMEK	(EEPING	EVALUATED	ACTION REQUIRED	CORRECTE	D
a.	ls th	ne error level for CHP 415s, Daily Field Record, within reason	nable limits?		Yes	□No
	(1)	What are the causes of the errors?				1.2
	(2)	What corrections are needed?				\
	(3)	Who is responsible for entering timekeeping information into	MIS?			
		(a) Has anyone else been cross-trained for this function?			☐Yes	□No
b.	Is th	ne error level for CHP 71s, Attendance Report, acceptable?			✓ Yes	□No
	(1)	How often during the past year has Personnel Services Sec	tion notified Area of a r	eeded correction? Six		
	(2)	What method is used for employees to record their own time	ekeeping during the mo	nth? CHP 71's		
		Errors in calculating annual leave hours, personnel has info	rmed staff when to add	l additional hours and w	hen not to	for holidays.

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(a) Who reviews CHP 71s, Attendance Report,	for accuracy? Lieutenant, Chie	efs and Assistant Commissi	oner	
(b) Is anyone cross-trained for this function?			Yes	□ No
ADMINISTRATIVE REPORTS	EVALUATED 10/15/2009	ACTION REQUIRED None	CORRECTED)
. Is a system in place for collecting required data and e	ensuring reports are submitted	by reporting deadlines?	✓ Yes	□No
. Who is responsible for meeting report deadlines? $^{ m Lie}$	eutenant and Chiefs			ě
. Is a suspense system in place to facilitate completion	prior to due date?		✓ Yes	□ No
LOCAL FORMS	EVALUATED 10/15/2009	ACTION REQUIRED None	CORRECTE	D
. Are forms limited to necessary repetitive, routine office	ce functions which are unique t	o the Area?	✓ Yes	□No
. Is the collected information necessary for improved e	efficiency and effectiveness?		✓ Yes	□No
. Could forms be adopted for Department-wide use?			☐Yes	☑ No 、
. Is the supply adequate?			✓ Yes	□No
. Is a local forms log maintained by Area?			✓ Yes	□No
How are local forms reproduced (locally vs. Headquare	rters)?			
. Are local forms sent to Headquarters as per policy?			✓ Yes	□ No
. Are forms properly numbered?			✓ Yes	□No
	(b) Is anyone cross-trained for this function? ADMINISTRATIVE REPORTS Is a system in place for collecting required data and a who is responsible for meeting report deadlines? Line Is a suspense system in place to facilitate completion LOCAL FORMS Are forms limited to necessary repetitive, routine office. Is the collected information necessary for improved a could forms be adopted for Department-wide use? Is the supply adequate? Is a local forms log maintained by Area? How are local forms reproduced (locally vs. Headquate). Are local forms sent to Headquarters as per policy?	(b) Is anyone cross-trained for this function? ADMINISTRATIVE REPORTS Is a system in place for collecting required data and ensuring reports are submitted. Who is responsible for meeting report deadlines? Lieutenant and Chiefs Is a suspense system in place to facilitate completion prior to due date? LOCAL FORMS EVALUATED 10/15/2009 Are forms limited to necessary repetitive, routine office functions which are unique to its the collected information necessary for improved efficiency and effectiveness? Could forms be adopted for Department-wide use? Is the supply adequate? Is a local forms log maintained by Area? How are local forms reproduced (locally vs. Headquarters)?	(b) Is anyone cross-trained for this function? ADMINISTRATIVE REPORTS Is a system in place for collecting required data and ensuring reports are submitted by reporting deadlines? Who is responsible for meeting report deadlines? Lieutenant and Chiefs Is a suspense system in place to facilitate completion prior to due date? LOCAL FORMS ACTION REQUIRED None ACTION REQ	(b) Is anyone cross-trained for this function? Yes

AREA MANAGEMENT EVALUATION FORMS AND REPORTS

CHP 453L (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Special Projects Sect.	Planning and Analysis	Chapter 11
EVALUATED BY		DATE
Lt. Dana Sampson		10/09/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Inform	nal Evaluation	SUSPENSE DATE 10/09/2009			
FOLLOW-UP REQUIRED Yes No	☐ Correction Report	COMMANDER'S REVIEW		DATE	
1. FIELD OFFICER REPORTS		EVALUATED 10/09/2009	ACTION REQUIRED No	CORRECTED	94E
a. Are there guidelines for the re	view of Field Officer Reports?			☐Yes	□No
(1) Are supervisors informed	/aware of deficiencies?			☐Yes	□No
(2) Are review levels appropri	riate?			☐ Yes	□No
(a) Is the amount of time	e spent reviewing documents i	n balance with the need t	or document accuracy?	☐Yes	□No
b. Processing and flow appropria	ate?			☐ Yes	□No
(1) Is the flow of office paper	work efficient?			☐Yes	□No
(a) Is the office filing sys	tem clear to supervisors?			☐Yes	□No
(b) Is there a proper sys	tem for re-filing documents?			☐Yes	□No
(2) Is there an organized sys	tem for submission of reports	by officers?		☐ Yes	□No
(a) Is there an efficient s	ystem for handling incomplete	e reports?		☐Yes	□No
(b) Are officers performi	ng tasks which are more appro	opriately handled by cleri	cal personnel?	☐Yes	□ No *
c. Are traffic collision reports car	efully reviewed?			☐Yes	□No
(1) Who is assigned review r	esponsibility?				
(a) Are review standards	s appropriate?			☐Yes	□No
(b) Is coding proper? Is or other improper driv	there an inordinate percentag	ge of causes coded as un	known, other than driver,	□Yes	□No
(2) Are procedures in place t	o ensure issuance of CHP 170	0, Notice to Victims of Vic	olent Crimes?	☐Yes	☐ No
(3) What is the percentage o	f investigations that result in e	nforcement action?			
(a) Are controls on accid	lent investigation-related citati	ons appropriate?		☐Yes	□No
(b) General acceptance	by the court and district attorn	iey?		☐Yes	□No
(4) Procedures for sale of rep	oort/photographs clearly unde	rstood by office personne	el?	☐ Yes	□No
(a) Are copies of HPM 1	10.5, Collision Investigation M	lanual, revised as require	ed?	☐ Yes	□ No *
(b) Is there a clear unde	rstanding of "party of interest"	as related to the sale of	investigation reports?	☐Yes	□No

AREA MANAGEMENT EVALUATION

FORMS AND REPORTS

d.	Do	employees have a clear understanding of when CHP 268, Po	tential Civil Litigation Re	port, is required?	✓ Yes	□No
-	(1)	Are incidents adequately investigated/reported?	✓ Yes	□No		
	(2)	Is the form reviewed/signed by the supervisor and command	✓ Yes	□No≔		
	(3)	Is there a proper distribution of the completed form?			✓ Yes	□No
е.		no reviews arrest reports, CHP 202s, Driving Under the Influent P 216s, Arrest-Investigation Report? N/A	nce Arrest-Investigation F	Report, and		
	(1)	Does the quality of review ensure acceptance by the court a	nd district attorney?		☐ Yes	□ No
	(2)	How are necessary corrections handled?				-3
-						
f.	Who	o reviews enforcement documents? N/A				
	(1)	Are accountability procedures for CHP 215s, Notice to Appe	ar, effective?		☐Yes	□No
	(2)	Are books checked out in numerical order?			☐Yes	□No
	(3)	Who is responsible for the assignment log for CHP 215s, No	tice to Appear?			100
	(4) Do employees understand policy as it relates to dismissal and voiding of enforcement documents?					□No
	(5)	(5) Is there a bulletin board for employee association items?				□No
		(a) Are proper procedures followed?			✓ Yes	□No
g.	Wh	o reviews activity reports? Sergeants and Manager				
	(1)	Are CHP 415s, Daily Field Record, legible?			✓ Yes	□No
	(2)	Accurate?			✓ Yes	□No
	(3)	Are comparison evaluations done with enforcement docume			☐Yes	□No
2. T	IME	KEEPING	10/09/2009	Yes	Ongoing	
а.	ls t	he error level for CHP 415s, Daily Field Record, within reason	able limits?		✓ Yes	□No
	(1)	What are the causes of the errors? Minor typing errors are	made occasionally (wro	ong shift start times, for	example).	
	(2)	What corrections are needed? Minor errors, such as entering	ng incorrect shift start ti	me, happen periodically.	Correction	ons are
		addressed at that time.				
	(3)	Who is responsible for entering timekeeping information into	MIS? Supervisors/mana	ger who approve the ele	ectronic 41	5s.
		(a) Has anyone else been cross-trained for this function?			Yes	☑ No
b.	ls ti	he error level for CHP 71s, Attendance Report, acceptable?			Yes	☑ No ≈
	(1)	How often during the past year has Personnel Services Sect	tion notified Area of a ne	eded correction? 57		
	(2)	What method is used for employees to record their own time	keeping during the mont	h? Nonuniform compl	ete CHP 7	'ls and
		submit to supervisor for approval. 71s are then checked by	OT; approved by comm	ander.		

AREA MANAGEMENT EVALUATION

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(a) Who reviews CHP 71s, Attendance Report, for a	ccuracy? Immediate super	visors and managers and C	T.	
(b) Is anyone cross-trained for this function?			✓ Yes	□No
3. ADMINISTRATIVE REPORTS	EVALUATED 10/09/2009	ACTION REQUIRED NO	CORRECTED)
a. Is a system in place for collecting required data and ensur	ring reports are submitted t	by reporting deadlines?	✓ Yes	□No
b. Who is responsible for meeting report deadlines? Admini	strative Officer and Comm	nander		
c. Is a suspense system in place to facilitate completion prio	r to due date?		✓ Yes	□No
4. LOCAL FORMS	10/09/2009	ACTION REQUIRED No	CORRECTED)
a. Are forms limited to necessary repetitive, routine office fur	✓ Yes	□No		
b. Is the collected information necessary for improved efficie	ncy and effectiveness?		✓ Yes	□No
c. Could forms be adopted for Department-wide use?			☐ Yes	☑ No
d. Is the supply adequate?			✓ Yes	□No
e. Is a local forms log maintained by Area?			✓ Yes	□No
f. How are local forms reproduced (locally vs. Headquarters)	? The only local form us	ed is the 052-1 Special Pro	jects Section	route slip.
Requests for reproduction are sent to the Reproductions U	Jnit.			
				18:
g. Are local forms sent to Headquarters as per policy?			☐ Yes	□No
h. Are forms properly numbered?			✓ Yes	□No

AREA MANAGEMENT EVALUATION FORMS AND REPORTS

CHP 453L (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Research & Planning	Planning & Analysis	
EVALUATED BY		DATE
Sgt. Valdez	09/29/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVA			rmal Evaluation	SUSPENSE DATE 9/29/2009			
FOLLOW-UP		RED	☐ Correction Report	COMMANDER'S REVIEW	V	DATE	e ;
1. FIELD	1. FIELD OFFICER REPORTS			9/29/2009	ACTION REQUIRED None	CORRECTED	
a. Are	e the	re guidelines for the	review of Field Officer Reports?		·	☐Yes	□No
(1)	Are	e supervisors informe	ed/aware of deficiencies?			☐ Yes	□No
(2)	Аге	e review levels appro	ppriate?			☐Yes	□No
	(a)	Is the amount of tir	me spent reviewing documents in b	palance with the need	d for document accuracy?	☐Yes	□No
b. Pro	oces	sing and flow approp	oriate?			✓ Yes	□No
(1)	ls t	he flow of office pap	erwork efficient?			√ Yes	□No
	(a)	Is the office filing s	ystem clear to supervisors?			✓ Yes	□No
	(b)	Is there a proper s	ystem for re-filing documents?			✓ Yes	□No
(2)	ls t	here an organized s	ystem for submission of reports by	officers?		√ Yes	□No
	(a)	Is there an efficien	t system for handling incomplete re	eports?		√ Yes	□No
	(b)	Are officers perform	ming tasks which are more approp	riately handled by cle	rical personnel?	□Yes	☑ No
c. Are	traf	fic collision reports o	arefully reviewed?			☐Yes	□No
(1)	Wh	no is assigned review	v responsibility?				
	(a)	Are review standar	ds appropriate?			☐Yes	□ No 🤚
	(b)	Is coding proper? or other improper d	Is there an inordinate percentage of	of causes coded as u	ınknown, other than driver,	□Yes	□No
(2)	Are	procedures in place	e to ensure issuance of CHP 170, I	Notice to Victims of \	/iolent Crimes?	☐Yes	□No
(3)	Wh	at is the percentage	of investigations that result in enfo	orcement action?			
·	(a)	Are controls on acc	cident investigation-related citation	s appropriate?		☐Yes	□No
	(b)	General acceptance	e by the court and district attorney	?		☐Yes	□No
(4)	Pro	ocedures for sale of r	report/photographs clearly underst	ood by office person	nel?	☐Yes	□No
	(a)	Are copies of HPM	110.5, Collision Investigation Man	nual, revised as requi	red?	☐ Yes	□No
	(b)	Is there a clear und	derstanding of "party of interest" as	s related to the sale of	of investigation reports?	☐ Yes	□No
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AREA MANAGEMENT EVALUATION

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JHP	TOOL	(Rev. 5-06) OPI 009				
d.	Do	employees have a clear understanding of when CHP 268	3, Potential Civil Litiga	tion Report, is required?		□No
	(1)	Are incidents adequately investigated/reported?				□ No
	(2)	Is the form reviewed/signed by the supervisor and comm	nander?		✓ Yes	□No
	(3)	Is there a proper distribution of the completed form?			✓ Yes	□No
e.		no reviews arrest reports, CHP 202s, Driving Under the Interpretation P 216s, Arrest-Investigation Report? N/A	fluence Arrest-Investi	gation Report, and		
	(1)	Does the quality of review ensure acceptance by the co	urt and district attorne	y?	☐ Yes	□ No
	(2)	How are necessary corrections handled?				
f.	\//h	o reviews enforcement documents?				
1.	(1)	Are accountability procedures for CHP 215s, Notice to A	Annear effective?		✓ Yes	□No
	(2)	Are books checked out in numerical order?	ippodi, circonto.		✓ Yes	□No
		Who is responsible for the assignment log for CHP 215s	Notice to Appear?			
	(3)	Do employees understand policy as it relates to dismiss		rcement documents?	✓ Yes	 ☐ No
	(4)	Is there a bulletin board for employee association items'		Toomen documents.	✓ Yes	□No
	(5)		r		✓ Yes	□ No
	100	(a) Are proper procedures followed?			<u> </u>	
g.		no reviews activity reports? Sergeants			✓ Yes	□No
		Are CHP 415s, Daily Field Record, legible?				□ No
		Accurate?			✓ Yes	
No.	(3)	Are comparison evaluations done with enforcement doc	evaluated	ACTION REQUIRED	☐ Yes CORRECTE	□ No
2. T	IME	KEEPING	Yes	None		
a.	ls t	he error level for CHP 415s, Daily Field Record, within re	asonable limits?		✓ Yes	□No
	(1)	What are the causes of the errors?				*
	(2)	What corrections are needed?				
	(3)	Who is responsible for entering timekeeping information	into MIS? Staff Serv	ices Manager II		
		(a) Has anyone else been cross-trained for this function	n?		✓ Yes	□No
b.	ls t	he error level for CHP 71s, Attendance Report, acceptabl	le?		✓ Yes	□No
	(1)	How often during the past year has Personnel Services	Section notified Area	of a needed correction? eigl	ıt	
	(2)	What method is used for employees to record their own	timekeening during th	ne month? CHP 71's and CH	IP 415's	

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FORMS AND REPORTS

(a) Who reviews CHP 71s, Attendance	ce Report, for accuracy? Sergeants/Manag	gers		
(b) Is anyone cross-trained for this fu	inction?		✓ Yes	□No
3. ADMINISTRATIVE REPORTS	evaluated 9/29/2009	ACTION REQUIRED None	CORRECTED)
a. Is a system in place for collecting required	data and ensuring reports are submitted b	by reporting deadlines?	✓ Yes	□No
b. Who is responsible for meeting report dead	dlines?			
c. Is a suspense system in place to facilitate	completion prior to due date?		Yes	□No
4. LOCAL FORMS	evaluated 9/29/2009	ACTION REQUIRED None	CORRECTED)
a. Are forms limited to necessary repetitive, r	outine office functions which are unique to	the Area?	✓ Yes	□ No 🐇
b. Is the collected information necessary for i	improved efficiency and effectiveness?		✓ Yes	□No
c. Could forms be adopted for Department-wi	ide use?		☐ Yes	☑ No
d. Is the supply adequate?			✓ Yes	□No
e. Is a local forms log maintained by Area?			✓ Yes	□No
f. How are local forms reproduced (locally vs.	. Headquarters)? Locally			
g. Are local forms sent to Headquarters as pe	er policy?		✓ Yes	□No
h. Are forms properly numbered?			✓ Yes	□No